



Manpower Standard

SQUADRON OPERATIONS SYSTEM MANAGEMENT (SOSM) SECTION

This Air Force Manpower Standard (AFMS) quantifies the manpower required to accomplish the tasks described in the process oriented description for varying levels of workload. The mission of the SOSM Section is to keep the squadron commander informed on individual aircrew members' flying time and training status. The SOSM Section is a combination of squadron scheduling, training, and duty desk. The SOSM Section collects, records, updates, and validates all flying and ground training activities as outlined in USAF/MAJCOM 51 series manuals. This office also reviews and audits mission accomplishment paperwork, prepares written flight authorizations, maintains aircrew availability and status data, and maintains the Flight Crew Information File (FCIF) and flight planning documents. This AFMS provides the manpower needed to support the SOSM Section during peacetime operation only. It does not apply to Air National Guard and Air Force Reserve; AFSOC, AFMC, and AFSPC; AETC units at Kirtland AFB NM, Keesler AFB MS, and ENJJPT at Sheppard AFB TX; AWACS Squadrons; and 1C0X2 Central Training Facilities (CTF) located at McGuire AFB NJ, Dyess AFB TX, and Ramstein AB GE. The manpower and grade structure for these units will be as follows: MSgt (1), TSgt (1), and SSgt (1). It also does not apply to those organizations that have undergone a cost comparison (OMB Circular A-76) study. This AFMS was developed in accordance with USAF/MAJCOM 51 series manuals and AFMAN 38-208, *Air Force Management Engineering Program (MEP)*. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to AFCQMI/MQAA, 550 E Street East, Randolph AFB, Texas 78150-4451.

★SUMMARY OF CHANGES

This AFMS supersedes AFMS 31D1, 6 February 1996. This manpower standard is revised to update organizational designations.

1. Core Composition. The core manpower level for this AFMS was developed for the SOSM Section to support a single-seat fighter operational squadron within the objective wing.

1.1. Core Manpower Required. 4

1.2. Core Range. 4 - 8

2. Standard Data:

2.1. Approval Date. 16 November 1995

2.2. Manpower Data Source. Expert Team Workshop.

2.3. Man-hour Equation. Decision Matrix. See Attachment 5, Application Worksheet, for the manpower matrix.

2.4. Workload Factor:

2.4.1. **Title.** Assigned/Attached Aircrew Members.

2.4.2. **Definition.** The total number of aircrew members assigned or attached to the flying squadron.

2.4.3. **Source.** The Headquarters Operation Resource Information System (HORIS) Report. Count one for each aircrew, operations support, and parachutist member assigned or attached to the flying squadron.

2.5. Points of Contact:

2.5.1. **HQ USAF/XOOT Representative:** CMSgt Tribbett, DSN 227-1773

2.5.2. **AFCQMI Representative.** Mr. Richard Fuller, AFCQMI/MQAA, DSN 487-5910

2.5.3. **HQ AMC Representatives:**

CMSgt Starlin, XOOT, DSN 576-4423

SMSgt Archuletta, XOOT, DSN 576-4423

MSgt Barker, XOOT, DSN 576-4423

SMSgt Brantly, XPMR, DSN 576-3356

SMSgt Baes, XPME, DSN 576-2921

2.5.4. **HQ ACC Representatives:**

CMSgt Harrison, DOSB, DSN 574-3163

MSgt Glauberg, DOSB, DSN 574-3163

MSgt Upchurch, XPMR, DSN 574-5021

MSgt Mincey, XPMR, DSN 574-5023

Mr. Whitaker, XPME, DSN 574-5001

2.6. **Responsibilities.** The OPR is responsible for maintenance of this standard and coordination of changes. Changes will be coordinated with the Air Force career field managers of all affected AFSCs. The OCR will provide technical assistance as required.

2.6.1. **OPR:** HQ USAF/XOOT, CMSgt Tribbett, DSN 227-1773

2.6.2. **OCR:** HQ USAF/XPMR, Maj Welch, DSN 223-4152

3. Application Instructions:

3.1. Apply this standard by completing the Standard Application Worksheet at Attachment 5.

3.2. AFI 38-203, *Commercial Activities Program*, contains the basic policies for identifying when manpower must be military or civilian. AFI 38-201, *Determining Manpower Requirements*, contains guidance on calculation of work center manpower requirements.

3.3. Required skill level and grade distribution for this AFMS will be determined by using the manpower table at Attachment 2. The application of the standard identifies "required grades." The "authorized grades" are allocated based on USAF/MAJCOM Career Progression Group (CPG) constraints.

4. Statement of Conditions. Standard hours of operation for SOSM work centers are eight hours per day, five days per week.

JAMES M. JENKINS, Major, USAF
Chief, Systems Integration and Support Division
Air Force Center for Quality and Management Innovation

Attachments

1. Process Oriented Description
2. Standard Manpower Table
3. Variances
4. Process Analysis Summary
5. Application Worksheet

PROCESS ORIENTED DESCRIPTION

Squadron Operations System Management Section

A1.1. DEVELOPS OPERATIONS/TRAINING PROCEDURES:

A1.1.1. DEVELOPS OPERATIONAL PROCEDURES FOR AIRCREW MEMBERS. Develops operational procedures for aircrew flight manuals program; aircrew resource management; disseminating operational information; flight scheduling; mobility operations; operations plans or orders; squadron operations; use of Air Force Operations Resource Management System (AFORMS).

A1.1.1.1. DEVELOPS WORKING AGREEMENTS WITH USER MAINTENANCE OR COMMUNICATIONS ORGANIZATIONS.

A1.1.1.2. ACCESSES EXISTING SUBSYSTEM OR RETRIEVAL. Receives and reviews request, determines data requirement, researches existing subsystem or retrieval file, acquires data, and briefs requester or prepares report.

A1.1.2. MAINTAINS EXISTING AFORMS DATA BASE. Reviews source document or AFORMS product and operates computer terminal to input, change, or delete AFORMS data base information. Corrects AFORMS error. Audits and validates AFORMS product, resolves discrepancy, and notifies section or individual of requirement. Distributes AFORMS products. Evaluates timeliness or accuracy of flight management procedures.

A1.1.2.1. AUDITS REPORTS, FORMS, AND TRAINING PRODUCTS. Audits aircrew training products; mission accomplishment reports; Optical Mark Reader (OMR) input sheets. Processes (OMR) forms. Collects OMR forms, corrects minor errors, submits form for reading, audits OMR form against printed audit product, resolves reject problems, and files source document.

A1.1.2.2. IDENTIFIES AFORMS DISCREPANCIES, NOTIFIES APPROPRIATE SECTION OF NEEDED CHANGES, AND FOLLOWS UP TO ENSURE REQUIRED ACTIONS ARE COMPLETED, VERIFIED, AND THAT THE SYSTEM IS UPDATED.

A1.1.3. DETERMINES COMPLETION OF GROUND OR FLIGHT TRAINING REQUIREMENTS PRIOR TO PCS OR TDY. Requests flying currency listings from AFORMS. Assigns aircrew training tables or plans and Professional Qualification Indexes (PQI).

A1.1.3.1. COMPLETES AIRCREW TRAINING, IN-PROCESSING OR OUT-PROCESSING CHECKLIST. Processes newly assigned aircrew member. Receives and reviews previous flying and ground training records, collects personal data, provides required in-processing document, prepares request for aeronautical order, assigns training plans, and files source documents. Processes prior flying status aircrew member. Processes nonprior flying status aircrew member. Processes outgoing aircrew member. Gathers and organizes crew member source documents for departing individuals and initials out-processing checklist. Reviews individual and unit currency summary. Reviews training period activity summary.

A1.1.3.2. SCHEDULES CREW MEMBER. Reviews AFORMS product to determine training or mission requirement, coordinates event with section chief or other external activity, compares event date with schedule requirements, identifies and resolves training or mission conflicts.

A1.1.3.3. COORDINATES AIRCREW TRAINING REQUIREMENTS. Coordinates aircrew ground or flight training requirements with supporting agencies; and training level changes with squadron resource managers. Determines aircrew training requirements. Inputs aircrew ground and flight training accomplishments into AFORMS.

A1.2. PREPARES OPERATIONS/REPORTS:

A1.2.1. PREPARES, AUDITS, AND REVIEWS AIRCREW QUALIFICATION REPORTS.

A1.2.2. PREPARES OR COMPLIES INPUT TO DAILY STATUS REPORT. Coordinates with each squadron section to obtain current information for each required report item and reviews, prepares, and forwards report.

A1.2.3. PREPARES AIRCREW TRAINING PORTION OF THE STATUS OF RESOURCES AND TRAINING SYSTEM. Coordinates with each squadron section to obtain current information for each required report item and reviews data for accuracy, formats report, briefs Operations Officer, and submits report.

A1.2.4. PREPARES MISCELLANEOUS REPORT. Obtains required AFORMS information, reviews data, formats report, briefs appropriate personnel, and forwards report.

A1.3. DEVELOPS OPERATIONS/SCHEDULING/MISSION CONTROL. Prepares monthly, weekly, and daily flying schedules.

A1.3.1. RECEIVES MISSION TASKING. Establishes mission requirement. Reviews mission directive for specific mission requirements for protocol, size of party, length of mission, type of mission, crew composition, and crew qualification.

A1.3.1.1. COORDINATES WITH CREW MEMBER'S SECTION CHIEF. Reviews AFORMS individual currency listing and training activities summary listing. Reviews crew member qualifications. Determines crew member's current eligibility, and selects most eligible crew members for mission.

A1.3.1.2. PROCESSES MISSION CHANGE. Receives mission change notification, coordinates mission change and posts change. Replans mission. Assesses mission change impact, decides on course of action, and implements change.

A1.3.1.3. COORDINATES MISSION INFORMATION WITH EXTERNAL ACTIVITIES. Assembles mission material. Posts mission set-up board. Prepares flight authorization set-up sheet. Gathers mission information from each section scheduler, and reviews and logs mission information.

A1.3.1.4. NOTIFIES CREW MEMBERS. Notifies crew members of the scheduled mission and required currency events to be accomplished prior to leaving on the mission.

A1.3.1.5. PREPARES FLIGHT AUTHORIZATION. Completes printed flight authorization. Updates flight authorization log. Reviews flight authorization for accuracy and completeness, distributes to approval authority, and obtains signature. Reproduces and distributes flight authorizations.

A1.3.1.6. ADVISES EXTERNAL ACTIVITY ON MISSION STATUS. Provides flight following data. Receives flight data. Receives takeoff time, landing time, and maintenance status, and posts data. Relays flight data.

A1.3.1.7. RECEIVES AND FORWARDS MISSION REPORT. Briefs the oncoming mission controller. Attends mission review panel to determine accuracy of post-mission documentation.

A1.3.1.8. BUILDS MISSION KIT. Receives kit, reviews contents, removes and replaces mission-related material, distributes expended forms to action office, and stores kit.

A1.3.1.9. MAINTAINS MISSION KIT. Removes and replaces worn or obsolete material and posts new or changed publications and/or forms.

AF Form 1113, JUN 91 (COMPUTER GENERATED). PREVIOUS EDITION IS OBSOLETE.

VARIANCES

Squadron Operations System Management Section

A3.1. Title. Negative Mission Variance for VIP support (e.g., C-12/20/21 or VIP Helicopter Squadrons).

A3.1.1. Definition. Provide operations training, reports, scheduling, and mission control for the operations management support section. These units are assigned small operational support aircraft that are utilized normally for VIP short notice requests. The normal operation resource management support duties do not require core manning.

A3.1.2. Impact. - 2 per unit.

A3.1.3. Applicability. All operational support sections solely supporting VIP squadron functions. These squadrons will be manned with a minus variance. Manpower for these squadrons will not increase above current manning.

A3.2. Title. Positive Mission Variance for 24-Hour Operations Desk.

A3.2.1. Definition. Each squadron's 24-hour Operations Desk is responsible for preparing flight orders, mission folders, SORTs, COMSEC, and alerting and assisting aircrews; maintaining AFORMS data inputs, providing system management, and inputting flying hours for the squadron. Squadrons deploy under the 3NCCG and 3NCC4 C-130 Deployment packages and in support of off-station tactical airdrop trainers.

A3.2.2. Impact. +2 manpower authorizations:

Yokota AB	21 ALS	+ 1 SSgt 1C052
Elmendorf AFB	517 ALS	+ 1 SSgt 1C052

A3.2.3. Applicability. Operations Management Section at 21 ALS, Yokota AB, and 517 ALS, Elmendorf AFB.

A3.3. Title. Positive Mission Variance for ACC Unique Aircraft Mission.

A3.3.1. Definition. The 429 ECS and 561 FS have a multi-theater deployment mission. Each squadron is the sole source for its mission aircraft (EF-111A and F-4G). This creates an extensive deployment requirement due to their unique weapons capabilities.

A3.3.2. Impact. + 2 (+ 1 SSgt 1C052 at each location).

A3.3.3. Applicability. 429 ECS, Cannon AFB NM, and 561 FS, Nellis AFB NM.

A3.4. Title. Negative Mission Variance for AETC Unique Missions.

A3.4.1. Definition. Duties require less than core manpower for mission accomplishment.

A3.4.2. Impact. - 7 (- 1 A1C 1C032 at each unit).

A3.4.3. Applicability. 56 AS, 57 AS, and 55 ARS at Altus AFB OK
558 FTS, 562 FTS, and 563 FTS at Randolph AFB TX
557 FTS at USAFA CO

PROCESS ANALYSIS SUMMARY**Squadron Operations System Management Section**

PROCESS TITLE	CORE MAN-HOURS	CORE MAN-HOURS	FRACTIONAL HOURS MANPOWER
Operations/Training	257.12	*	1.6
Operations/Reports	128.56	*	0.8
Ops/Scheduling/Mission/ Control	257.12	*	1.6
TOTAL FRACTIONAL MANPOWER	642.80	*	4.0

* Core supports a projected workload of 110 or less aircrew members.

SQUADRON OPERATIONS MANAGEMENT SECTION**APPLICATION WORKSHEET**

MAJCOM/INSTALLATION: _____

SQUADRON: _____

Enter the number of aircrew members assigned or attached to the squadron: _____

NUMBER OF AIRCREW MEMBERS	MANPOWER REQUIREMENT
001-110	4
111-210	5
211-310	6
311-410	7
411 OR GREATER	8

TOTAL REQUIREMENT FROM TABLE ABOVE. _____

ADD OR SUBTRACT MANPOWER REQUIREMENT FROM VARIANCES. _____

TOTAL MANPOWER REQUIREMENT. _____